



Department of Hispanic Studies

Guidelines for Faculty Promotion & Tenure

Amended and Approved by the Faculty October 16, 2024

Approved by the Dean _____

Amended and Approved by the Faculty October 22 and 29, 2014

Approved by Dean March 10, 2015 (replacing the version approved September 29, 2010)

Amended and Approved by the Faculty September 29, 2010 (replacing the version from June 29, 2007)

Approved by Dean October 2010 (replacing the version approved July 2, 2007)

REGULAR TITLE SERIES

Regular Title Series Faculty in the Department of Hispanic Studies are evaluated for promotion and tenure based upon a continuing record of 1) high-quality, effective teaching and advising at multiple levels of instruction; 2) substantive, original and innovative scholarship, and 3) effective service. Evaluation of faculty performance in each area of activity should be commensurate with their approved distribution of effort agreement. For administrative regulations related to criteria for tenure and promotion, please consult:

<https://regs.uky.edu/administrative-regulation/ar-22-1>

- A. GENERAL CONSIDERATIONS FOR REGULAR TITLE SERIES
- B. PROMOTION TO ASSOCIATE PROFESSOR
- C. PROMOTION TO FULL PROFESSOR

A. GENERAL CONSIDERATIONS FOR REGULAR TITLE SERIES

Evaluation of Faculty in the Area of Research

The Department of Hispanic Studies will maintain standards consistent with the University's classification as a Research I institution by encouraging faculty to sustain an active research agenda. The chief guideline for the evaluation of scholarship should be quality, originality, and impact on the scholarly community. The successful candidate for promotion and tenure must demonstrate substantive, original, and innovative intellectual contributions to scholarship through publication or dissemination of research in appropriate peer-reviewed venues. Faculty must demonstrate that they have established an independent research agenda and must show evidence of a sustained, long-term commitment to scholarly research and publication. Research will be evaluated on the basis of:

- the publication of books by presses of reputable standing, which stipulate a review process by noted scholars in the field;
- scholarly contributions in quality journals that have been subjected to professional review and validation;
- the delivery of papers at professional conferences, insofar as a paper is, in principle, an important step toward completion of a scholarly publication.

Evaluation of Faculty in the Area of Teaching

The successful candidate for promotion will demonstrate a continuing record of high-quality and effective teaching. When evaluating a faculty member's performance, in-class effectiveness as gauged by student evaluations will be one indication among many. Excellence in this category will also be determined by course objectives and organization as reflected by syllabi; rigor in assessing student performance; the diversity of courses taught; contributions by the faculty member to the general educational structure of the university; participation of the faculty member in the continuing campus dialogue regarding teaching activities; peer evaluations of classroom performance. While the advising of Spanish majors may be assigned to specific faculty members, all faculty are expected to mentor, advise, and to assist undergraduate and graduate students to the successful completion of their degree by directing Hispanic Studies Honors, M.A. theses and dissertations, chairing and/or serving on doctoral committees and exams, and providing other mentoring to assist job placement.

In addition, achievements beyond the scope of normal classroom instruction may include the following:

- developing and teaching new courses, especially those added to the university catalogue;
- documenting achievements in the area of teaching that go beyond the scope of normal classroom instruction, such as the direction of independent studies courses, the adaptation of traditional courses for Honors credit, mentoring activities in recognized university programs, or directing Honors and M.A. theses and Ph.D. dissertations;
- teaching courses required for UK Core;
- teaching an exceptionally diverse slate of courses;
- coordinating several sections of a course, for which they impart pedagogical guidance to section leaders, and for which they design the syllabi and examinations;
- training and supervising graduate teaching assistants.

Evaluation of Faculty in the Area of Service

All faculty members are expected to perform significant service tasks that ensure the smooth operation and continued advancement of the department. Further, their service/administration performance should increase the department's visibility and collegial presence in all matters affecting the teaching and research missions of the university community. Although the service responsibilities assigned to Assistant Professors are generally modest, it is required that all faculty members contribute conscientiously to the collective growth and development of the department, college, and University. The candidates for promotion to Full Professor are expected to contribute more to the service mission than probationary faculty, and it is expected that these contributions will extend beyond the department.

Assistant Professors are expected:

- to serve on at least two departmental committees or serve on at least one College-level committee, as elected or nominated;
- to assist in the organization of the annual Kentucky Foreign Language Conference and participate in the annual Kentucky World Language Showcase or comparable, depending on departmental needs;
- to participate in other university programs or community activities.

Depending on departmental needs, **Associate Professors** are expected:

- to assist in the organization of the annual Kentucky Foreign Language Conference, including as track director of one of the KFLC divisions, and participate in the annual Kentucky World Language Showcase or comparable;
- to assist with the mentorship of graduate students through participation in departmental workshops;
- to demonstrate a leadership role in service within the department, including as Chair of one of the standing committees (DGS, DUS);
- to demonstrate an increasing level of service to the College and/or the University, through membership on elected committees, University Senate, inter-departmental committees, College or University task forces, etc.;
- to participate in other university programs or community activities.

Additionally, Associate Professors are expected to expand their activities by engaging in professional activities such as:

- taking leadership roles in research-related national and international organizations; and/or international organizations
- organization/execution of a conference, symposium, or workshop;
- invitation/sponsorship of scholars and artists to campus for lectures or seminars;
- editorial responsibility for scholarly journals;
- peer evaluations of articles for publication in scholarly journals;
- peer evaluations of book manuscripts for publication by scholarly presses or requested reviews of funding proposals or digital projects.

Faculty who have attained the rank of **Full Professor** are expected to show evidence of continuing service in the activities listed for other ranks.

B. PROMOTION TO ASSOCIATE PROFESSOR (SPECIFICS IN THE AREA OF RESEARCH)

Assistant Professors are expected to provide tangible evidence of an active and sustained research agenda (e.g., books and articles in press or submitted, digital projects submitted to review or open to external validation, received or submitted grants, fellowships, awards honoring research). However, when external funding is used as an indicator of research achievement it should be validated through refereed publication. The applicant's scholarly record should consist primarily of work that is peer-reviewed in outlets (print or electronic) that are highly regarded within the discipline.

Because Hispanic Studies is a diverse field that encompasses many specializations, and the department involves both Hispanic Literature & Culture and Hispanic Linguistics, the research record might take one of two forms designed to maintain a level of particularity for the two dominant areas of specialization in the department.

❖ **Hispanic Literature and Culture:**

• **A book-length scholarly study or equivalent:**

- a scholarly study of a critical or analytical nature

The scholarly book must be published, or a complete manuscript accepted and under contract, with a respected press. If the candidate publishes a version of the dissertation in monograph or article form, s/he must demonstrate what additional research and writing has been done in the dissertation manuscript during the probationary period.

Any equivalent body of work should be demonstrated as being of equal research effort, scope, and contribution to the field.

or

- a critical edition or an annotated critical edition

Critical editions will be considered when published in venues of reputable academic standing. Typically, they include: 1) a substantial, ground-breaking introduction that draws new conclusions and new interpretations, 2) scholarly annotation, and 3) a critical apparatus.

or

- a digital project (Please See “Digital Scholarship”)

- **A number of high quality full-length articles** (the recommendation is three to six) either electronic or print (please note that “the chief guideline for the evaluation of scholarship is quality, originality and impact on the scholarly community” p. 1).

In combination with high quality, full-length articles, chapters in books and article-length studies in anthologies, proceedings, special journal issues, edited volumes, and reviews, may also be considered equivalent to full-length articles in major journals.

- **A number of papers presented at professional conferences.**

- **Evidence of national and/or international recognition in the field** (for example, invited talks, participation in international symposia, special honors, invitations to membership in editorial boards, etc.)

Supplementary professional work may also be included, such as translations, creative writing, annotated bibliographies, compendia, and interviews. Submitted applications for research grants and funding will be considered as further enhancements to a dossier that features a suitable quantity of published work, whether print or digital.

For collaborative work, please see “Collaborations.”

❖ **Hispanic Linguistics:**

• **A book-length scholarly study or equivalent:**

The scholarly book must be published, or a complete manuscript accepted and under contract, with a respected press. If the candidate publishes a version of the dissertation in monograph or article form, s/he must demonstrate what additional research and writing has been done in the dissertation manuscript during the probationary period.

Any equivalent body of work should be demonstrated as being of equal research effort, scope, and contribution to the field.

or

- a set of full-length articles (the recommendation is three to six) within a coherent research program

In some sub-fields a series of scholarly articles may be the preferred form of publication. Any equivalent body of work should be demonstrated as being of equal research effort, scope, and contribution to the field.

or

- a critical edition

Critical editions are considered when published in reputable academic venues. Typically, they include: 1) a substantial, ground-breaking introduction that draws new conclusions and new interpretations, 2) scholarly annotation, and 3) a critical apparatus.

or

- a textbook

Textbooks of all types and for all levels must demonstrate an original, intellectual contribution to the field. Textbooks that provide didactic materials or that synthesize existing research, theories, and concepts must provide additional scholarly insight through a substantial and innovative recrafting or recontextualization of those materials, theories, and concepts.

or

- a digital project (Please see “Digital Scholarship”)

• **An additional number of high-quality full-length articles** (the recommendation is three to six) in major journals either electronic or print.

In combination with high quality, full-length articles, chapters in books and article-length studies in anthologies, and proceedings, special journal issues, edited volumes, and reviews, may also be considered equivalent to full-length articles in major journals.

• **A number of papers presented at professional conferences.**

• **Evidence of national and/or international recognition in the field** (for example, invited talks, participation in international symposia, special honors, invitations to membership in editorial boards, etc.)

For collaborative work, please see “Collaborations.”

For either specialization, collaborative work and digital scholarship will be evaluated as follows:

Collaborations

Publications may be co-authored with the understanding that in all collaborative work the candidate should clearly demonstrate the extent of his/her contribution to the project with approximate percentages representing the candidate's individual contribution to the entirety of the final product and a description of that contribution. While collaborative research with colleagues or students is encouraged, and in some fields preferred, it is also important that one demonstrate scholarly independence and leadership through lead or authorship.

Digital Scholarship

The department recognizes digital research and output as central to the body of scholarship evaluated for promotion to Associate or Full Professor. They meet the criteria for recognition as substantive and original contributions to scholarship. For promotion to Associate or Full Professor, the candidate should be either Principal Investigator, one of multiple Principal Investigators, or in some instances Co- Principal Investigator in the digital projects being considered.

Digital projects that merit recognition as substantive and original contributions to scholarship are the following:

- ***Book equivalency***
Digital projects of substantial scope that meet the criteria for having passed through rigorous external review mechanisms comparable to those of a book publication (e.g., included or accepted for inclusion in a peer-reviewed digital scholarly hub or portal, self-standing digital projects validated by an advisory/review board). These materials must be significant resources for a scholarly community, meet international standards for the preparation of the digital materials they contain, and be housed in a recognized repository with appropriate provisions for data protection, preservation, sustainability, and continued access.
- ***Article equivalency***
Digital projects of a scope equivalent to the full-length article in a major journal, published in venues other than print journals and subject to rigorous review. Individual projects outside those directly addressed in these guidelines, and the equivalencies of such projects to the portfolio guidelines, will be examined closely on a case-by-case basis and will be assessed on the basis of their quality, as reflected in peer review and peer recognition.
- ***Professional conference/talk equivalency***
Digital contributions of article-length materials (e.g., transcriptions, commentaries, translations) to scholarly sites or archives may be considered equivalent to conference papers. Scholarly blogs, podcasts, and digital recordings that reveal expert participation in the profession, are, in general, more likely to be ranked alongside panel discussions and conference participation than presentations.

C. PROMOTION TO FULL PROFESSOR (SPECIFICS IN THE AREA OF RESEARCH)

Associate Professors are expected to provide tangible evidence of an active and sustained research agenda (e.g., books and articles in press or submitted, digital projects submitted to

review or open to external validation, received or submitted grants, fellowships, awards honoring research). However, whenever external funding is used as an indicator of research achievement it should be validated by refereed publication.

Guidelines for the research portfolio for Associate Professors include the following achievements produced since promotion with tenure:

❖ **Hispanic Literature and Culture:**

- **A body of scholarly works** that may include the following:
 - a scholarly book-length study
The scholarly book must be published, or a complete manuscript accepted and under contract, with a respected press.
Any equivalent body of work should be demonstrated as being of equal research effort, scope, and contribution to the field.
 - or
 - a critical edition
Critical editions will be considered when published in venues of reputable academic standing. Typically, they include: 1) a substantial, ground-breaking introduction that draws new conclusions and new interpretations, 2) scholarly annotation, and 3) a critical apparatus.
 - or
 - a digital project (Please see “Digital Scholarship”)
- **A number of high quality full-length articles or book chapters** (the recommendation is three to six) published in major journals or books (either electronic or print) that constitute a significant contribution to the field.
In combination with high quality, full-length articles, chapters in books and article-length studies in anthologies, proceedings, special journal issues, **edited volumes**, and reviews, may also be considered equivalent to full-length articles in major journals.
- **Evidence of national and/or international recognition in the field** (for example, invited talks, participation in international symposia, special honors, invitations to membership in editorial boards, etc.),
- **Description of a plan for another major research project.**

Supplementary professional work may also be included, such as translations, creative writing, annotated bibliographies, compendia, and interviews. Submitted applications for research grants and funding will be considered as further enhancements to a dossier that features a suitable quantity of published work, whether print or digital.

❖ **Hispanic Linguistics:**

- **A body of scholarly works** that may include the following:
 - a scholarly book published in a respected press
The scholarly book must be published, or a complete manuscript accepted and under contract, with a respected press.

In some sub-fields a series of scholarly articles may be the preferred form of publication.

Any equivalent body of work should be demonstrated as being of equal research effort, scope, and contribution to the field.

or

- pedagogical textbooks

Textbooks of all types and for all levels must demonstrate an original, intellectual contribution to the field. Textbooks that provide didactic materials or that synthesize existing research, theories, and concepts must provide additional scholarly insight through a substantial and innovative recrafting or recontextualization of those materials, theories, and concepts.

or

- a critical edition

Critical editions will be considered when published in venues of reputable academic standing. Typically, they include: 1) a substantial, ground-breaking introduction that draws new conclusions and new interpretations, 2) scholarly annotation, and 3) a critical apparatus.

or

- a digital project (Please see “Digital Scholarship”)

- **A number of full-length articles or book chapters** (the recommendation is three to six) published in major journals or books (either electronic or print) that constitute a significant contribution to the field
In combination with high quality, full-length articles, chapters in books and article-length studies in anthologies, and proceedings, special journal issues, edited volumes, and reviews, may also be considered equivalent to full-length articles in major journals.
- **Evidence of national and/or international recognition in the field** (for example, invited talks, participation in international symposia, special honors, invitations to membership in editorial boards, etc.)
- **Description of a plan for another major research project.**

Supplementary professional work may also be included, such as translations, creative writing, annotated bibliographies, compendia, and interviews. Submitted applications for research grants and funding will be considered as further enhancements to a dossier that features a suitable quantity of published work, whether print or digital.

For either specialization, collaborative work and digital scholarship will be evaluated as follows:

Collaborations

The same guidelines as for promotion to Assistant Professor apply here.

Digital Scholarship

The same guidelines as for promotion to Assistant Professor apply here.



Guidelines for Faculty Promotion & Tenure

College: College of Arts & Sciences

Unit: Hispanic Studies

Approved by Provost: Tannock, 11/15/2024

Approved by College Dean: 11/15/2024

Approved by Unit Director (Indicating Approval by Faculty): 10/16/2024